

BUDGET LETTER

		NUMBER:	02-10
SUBJECT:		DATE ISSUED:	May 24, 2002
REFERENCES:		SUPERSEDES:	MANAGEMENT MEMO 01-21
HIRING FREEZE			
MANAGEMENT MEMO 01-21 AND 01-24, BUDGET LETTER 01-43, EXECUTIVE ORDER D-48-01, PERSONNEL LETTER 01-022			

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

BUDGET OFFICERS ARE REQUESTED TO FORWARD A COPY OF THIS BUDGET LETTER TO DEPARTMENTAL HUMAN RESOURCES AND LABOR RELATIONS OFFICES.

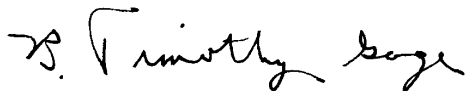
In response to the State's fiscal difficulties, the Governor issued Executive Order D-48-01 to implement the statewide Hiring Freeze effective October 23, 2001. Management Memos 01-21 and 01-24 address the implementation of the Hiring Freeze. The purpose of this Budget Letter (BL) is to provide instructions to departments regarding the appointments subject to the Hiring Freeze. Effective immediately, appointments previously exempted from submission and approval of a Request for Hiring Freeze Exemption Form under BL 01-43 must now be submitted to the Agency Secretary and the Department of Finance (Finance) for approval. Only the following appointments may be executed without approval of a Request for Hiring Freeze Exemption Form:

1. Mandatory Reinstatements
2. Intradepartmental Transfers
3. Promotions in Place (see Management Memo 01-24 for a description of promotions in place)
4. Appointments made from State Restriction of Appointments (SROA) lists or appointments of "Surplus" designated employees

Agency Secretaries and other cabinet-level officers are responsible for administering and ensuring compliance with the Hiring Freeze. For those departments that are not represented by cabinet, Finance is responsible for ensuring compliance. To ensure uniform administration and application of the Hiring Freeze exclusions noted above, all appointments to positions other than the three specific types of transactions noted above must be approved on a Request For Hiring Freeze Exemption Form (DF-160) by the Agency Secretary (for those departments under an Agency Secretary) and Finance. If an appointment satisfies one or more criteria to be exempt from the Hiring Freeze under Executive Order D-48-01, at least one of those criteria should be specified in the "Reason for exemption" box on the Request For Hiring Freeze Exemption Form submitted to the Agency Secretary and Finance for approval.

To maintain the existing ability to generate reports for monitoring compliance, agencies, departments, and other State entities are required to comply with provisions of the State Controller's Personnel Letter 01-022.

Questions regarding this BL should be directed to the appropriate Finance Program Budget Manager.



B. TIMOTHY GAGE
Director